



July 2003

Local DWS Business Team Centralizes Services

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To better serve employers throughout Utah, Summit and Wasatch counties, the Department of Workforce Services' (DWS) Mountainland Business Team has centrally located at 150 East Center Street, Suite 4200 in Provo. Regional DWS Business Consultants will continue to service employers on-site and through local DWS Employment Centers while providing even greater access to DWS services through a centralized Employer Resource Center.

Employers wishing to advertise job openings or access other DWS services may continue to do so with their local business consultant. In addition, they may now access

services online, at jobs.utah.gov, or through the newly established Employer Resource Center. The following are the names and phone numbers of local DWS Business Consultants and the newly established Employer Resource Center:

Provo

Jan Podris	400-9922
Gina Olson	400-9921

Spanish Fork

Kaye Stewart	400-9925
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American Fork

Carl Rymer	400-9930
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Heber/Park City

Tom Anderson	435-714-0320
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Employer Resource Center

374-7775
1-866-412-JOBS
(Outside Utah County)

More Employers Accessing Online Services

The use of Department of Workforce Services' (DWS) online services continues to grow as more and more employers discover the benefits of self-service through jobs.utah.gov. Last month, employers posted more than 400 job listings to the Web site; representing a 25 percent increase over the previous month's listings.

DWS began offering online business services through jobs.utah.gov in the fall of 2002 to provide employers with innovative employment exchange services. Since that time, employer use of the Web site has steadily increased as employers have become familiar with the many services offered through the site.

In addition to posting available jobs, employers are also able to control and manage more of the recruitment process by conducting applicant searches



jobs.utah.gov

from a Utah database of thousands of electronic resumes. Other services of the Web site include access to career counseling tools and links to human resource, labor law, labor market and unemployment insurance information.

jobs.utah.gov is available round-the-clock and at no fee to employers. Site support is available 24/7 through an online helpdesk. Employers interested in the site are encouraged to access it directly or contact their local DWS representative or Employment Center.

State of Utah

Department of Workforce Services



Mountainland Region

Melissa Finch
Regional Director

150 E. Center Street #3200
Provo, UT 84060
(801) 374-7740

News You Can Use

On the Job Training



On the Job Training (OJT) is a unique way for employers to obtain the skills desired in an employee and be reimbursed for up to 50 percent of his/her wages for providing the training. What a great opportunity to train an employee and get reimbursed at the same time.

The biggest benefit is obtaining a quality employee that you can train in the methods of your company.

DWS can save you time and money by providing assessments, counseling and testing to help get the right candidate for the job. In addition, DWS can screen applicants by using the criteria you provide, and refer potential employees to you for your final interview and selection.

The training period is based upon the potential employee's skills, knowledge and ability to perform the basic tasks needed for the position.

If you are interested in filling an opening with an OJT participant, call a DWS Employment Center near you. A business consultant will make an appointment to meet with you and explain the OJT program in greater detail. You can find a list of Employment Centers at <http://jobs.utah.gov/Regions/EC.asp> or you may contact Jolyn LeFevre, State Program Specialist, at 801-526-9746.

Employer Connection

Utah's Unemployment Insurance (UI) Division offers a wide range of convenient and secure on-line solutions for Utah employers. By registering online at jobs.utah.gov/ui/Employer.asp, employers gain free access to a number of user-friendly applications. In the first two months of the current quarter (April 1st – May 31st), 913 first time users registered with UI. Online program highlights include:

Internet Filing- This program gives employers the ability to file quarterly tax reports (Form 3) and wage reports (Form 3-H) over the Internet. Over 7,500 employers filed tax reports and over 7,100 filed wage reports in April and May.

Electronic Payment- This free and secure electronic service allows employers to make quarterly tax payment submissions to UI by using Electronic Funds Transfer (EFT). In April and May, over 1,500 employers used EFT to transmit payments.

E-wage Internet Submission- This software program is provided free to employers or payroll providers with any number of accounts. The software allows the user to manage the quarterly tax reports and wage reports from their personal computer. When authorized by the user, *E-Wage* is designed to upload payroll and/or tax data and transfer the information with minimal intervention to UI.

Account Management- This program allows employers the ability to check filing status of an account, close an account, or change an account address.

Domestic Employer's Annual Report- This service allows domestic-only employers to submit wage/tax information to UI via the Internet. These domestic employers can also use EFT to make payment submissions. In the first quarter of 2003, over 500 domestic-only employers used this program.

Other- New services include leasing company client registration and closure and New Hire registration and submission.

UI welcomes employer input regarding these and other UI tax services. Please contact us at (801) 526-9400 or at jobs.utah.gov/ui/Employer.asp using the feedback form.



Utah's Workforce Summit

• For Employers • Job Seekers • Youth

Circle your calendar for **Thursday, September 25, 2003**, because the Department of Workforce Services (DWS), "Utah's Job Connection," is breaking the old mold and creating a day-long event to serve a much larger segment of the workforce than in the past. This year's new Workforce Summit will target three key segments of the workforce: employers, job seekers and youth ages 14 to 21. This unprecedented event will be held at the Salt Lake Community College, West Jordan Campus.

The Department has partnered with several public and private sponsors to provide the attendees with information and innovative solutions that can be put to practical use immediately. Appropriate to its purpose, the theme is branded "Roads to Success" and it will be prosperous for all that attend. Here's a sneak preview of what to expect:

"Road to Profit" for Employers

7:00 a.m. to noon

Cam Marston, nationally known speaker on "Workplace Demographics and Generational Differences" will give an entertaining and informative presentation to help management learn what best motivates the different generations: the Matures, the Boomers, the X-ers and the Y-ers.

The balance of the morning will offer workshops such as Employment Law, Work/Life Issues, Eco-

nomics Outlook, Cultural Integration in the Workplace, Drug Testing and much more. Call DWS at 801-468-0097 to register, or visit the Internet at jobs.utah.gov for more information.

"Road to Work" for Job Seekers

12:30 p.m. to 3:30 p.m.

Learn how to be more effective in your job search, what jobs are in demand, what training and skills are required for particular jobs, and how to find them. This will be a great resource for those wanting to enter the workforce. Representatives will be present to give you hands-on assistance, and a special guest speaker will leave you with motivation and confidence that is critical to your success.

"Road to the Future" for Youth (ages 14-21)

4:00 p.m. to 7:00 p.m.

Parents, you're invited too! This session is an open forum, jam packed with resources to assist youth in planning for their future. Scenarios will include setting up a budget, learning what it costs to live in the real world, exploring different careers, including non-traditional jobs for women. Youth will leave with great ideas for their future, especially after a peer speaker will present how she is making her dreams come true.

More information will become available on the Internet at jobs.utah.gov

FREE

Discover the gold mine of economic information waiting for you on our Web site.

<http://jobs.utah.gov/wi>

Click on "Business Information" link

- statewide, county level, local community level economic information for Utah
- wage data - statewide and in sub-state areas; entry level, average, median and middle range statistics
- employment cost index/consumer price index
- NAICS industry fact sheets
- income - personal and per capita; median household
- list of Utah firms by industry/area: *FirmFind*

- complete labor market information publications, including: *TrendLines*, *Utah Wage Trends*, each county's quarterly newsletter, *Annual Report of Labor Market Information*
- links to lots of other sites - other states' Labor Market Information; U.S. Department of Labor, State Tax Commission; Census Bureau; Governor's Office of Demographic and Economic Analysis; U of U Bureau of Economic and Business Research

Download, print or just explore a wealth of information to help you make smart business decisions.

Utah Department of Workforce Services

Executive Director's Office

P.O. Box 143100

Salt Lake City, UT 84114-3100

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U.S. Postage**PAID**Salt Lake City, UT
Permit #4621**Employer Seminar****Business Consultants****Upcoming Employer Seminar****"Reducing Exposure to Employment Law Litigation"** - Jeff Tolman, HR Tools

Employers: Jeff Tolman of HR Tools will be the feature speaker for an upcoming employer seminar to be held **July 9, 2003**. Hosted by the Utah County Employer Committee, Jeff has been invited to speak with employers on the important subject of "Reducing Exposure to Employment Law Litigation".

The seminar will be held at the Provo Marriott on July 9 from 11:30 a.m. to 2:30 p.m. Registration, including lunch, is \$25.

Those wishing to attend should contact Lori Leifson at 374-7775 or email: Lleifson@utah.gov.

See you there!

Employers, let us help you with your hiring needs. Come visit us at:

DWS Employer Resource Center
150 E. Center St., Ste. 4200
Provo, UT 84606

Or, contact your local DWS Representative by calling:

Provo

Jan Podris	400-9922
Gina Olson	400-9921

Spanish Fork

Kaye Stewart	400-9925
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American Fork

Carl Rymer	400-9930
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jobs.utah.gov**Utah's Job Connection**